## Technology Project Manager

This position is responsible for planning, executing, and finalizing projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will also define the project’s objectives and oversee quality control throughout its life cycle.

**PRIMARY RESPONSIBILITIES:**

* Define and document project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders
* Develop full-scale project plans and associated communication documents
* Effectively communicate project expectations to project team members and stakeholders in a timely and clear fashion
* Estimate the resources and participants needed to achieve project goals
* Draft and submit budget proposals, and recommend subsequent budget changes where necessary
* Determine and assess need for additional project staff and/or consultants and make the appropriate recruitments if necessary during project cycle.
* Set and continually manage project expectations with team members and other stakeholders.
* Identify and manage project dependencies and critical path
* Plan and schedule project timelines and milestones using appropriate tools
* Track project milestones and deliverables
* Develop and deliver progress reports, proposals, requirements documentation, and presentations
* Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas
* Proactively manage changes in project scope, identify potential crises, and devise contingency plans
* Define project success criteria and disseminate them to involved parties throughout project life cycle
* Coach, mentor and motivate project team members and contractors
* Build, develop, and grow any business relationships vital to the success of the project
* Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements
* Develop best practices and tools for project execution and management

**MINIMUM QUALIFICATIONS:**

* Bachelor’s Degree or equivalent education and/or work experience
* 4+ years direct work experience in a project management capacity, including all aspects of process development and execution
* Strong familiarity with project management software, such as Microsoft Project Server and Microsoft Project
* Competent and proficient understanding of business solutions, such as Document Management, CRMs, Business Web Technology etc.
* Demonstrated experience in personnel management
* Technically competent with standard Microsoft Office Suite of software
* Experience at working both independently and in a team-oriented, collaborative environment
* Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
* Reacts to project adjustments and alterations promptly and efficiently
* Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines
* Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments
* Ability to bring project to successful completion through political sensitivity
* Ability to effectively prioritize and execute tasks in a high-pressure environment
* Ability to manage multiple projects
* Must have strong written and oral communication skills
* Adept at conducting research into project-related issues and products
* Must have strong interpersonal skills
* Must be able to learn, understand, and apply new technologies
* Must have exceptional customer service skills

**DESIRED QUALIFICATIONS:**

* Currently holding a PMP certification
* Experience managing large technology rollouts a plus
* Prior staff management experience a plus
* Experience creating a PMO framework a plus